

Licensing Requirements

The following summary of licensing requirements is intended as a guide for new assisted living homes. It is based on the current State of Alaska statutes and regulations for assisted living homes licensed for five or fewer residents. Additional requirements apply to homes licensed for six or more residents. Please consult the statutes and regulations for more detailed information or clarification.

1. REQUIREMENTS FOR THE ADMINISTRATOR

- At least age 21.
- Current CPR and first aid certificates (or ensure that care provider has certificates).
- Evidence of freedom from active pulmonary tuberculosis.
- Pass criminal background check, including sworn statement, name check and fingerprints.
- Meet one of the four levels of experience requirements set out in the regulations (additional administrator requirements apply to homes licensed for eleven or more residents):
 - Complete an approved management or administrator training course and have at least one year of documented experience as a care provider; or
 - Complete a certified nurse aide training program, and have at least one year of documented experience as a care provider; or
 - Have at least two years of documented experience as a care provider, with documented skills or training; or
 - Subject to licensing agency approval on a case-by-case basis, have sufficient documented experience in an out-of-home care facility, and sufficient training, education, or other similar experience to fulfill the duties of an administrator.
- Two employer references.
- Three character references.
- Resumé.
- Appoint an administrator designee to act on the administrator's behalf for any period during which the administrator is absent for 24 hours or more.
- Language skills sufficient to meet residents' needs and access emergency services.
- Eighteen clock hours of continuing education annually.

2. REQUIREMENTS FOR STAFF

- At least 21 years old if supervising other care providers.
- At least 18 years old if working without direct supervision.
- At least 16 years old if individual has access to assistance from administrator or care provider who is at least 21 years old.
- Pass criminal background investigation, including sworn statement, name check and fingerprints.
- Evidence of freedom from active pulmonary tuberculosis.
- Current CPR and first aid certificates (at least one person on duty must have).
- Two employer references.
- Three character references.
- Language skills sufficient to meet residents' needs and access emergency services.
- Initial orientation and twelve clock hours of continuing education annually.

3. REQUIREMENTS FOR THE PHYSICAL STRUCTURE OF THE HOME

- Water temperature not higher than 120 degrees Fahrenheit.
- Facilities necessary for proper care, storage, and preparation of food.
- Disaster Preparedness and Emergency Evacuation Plan, with twice-yearly emergency evacuation drills, and the means and materials available to enable the home to implement the plan.
- Heating appliances must be safe and serviced regularly.
- First aid kit.
- Fire extinguishers: 2A-10BC or larger on each level of the home, mounted in readily accessible area.
- Flammable liquids must be stored safely.
- Garbage and combustible waste must be properly stored and disposed of properly and promptly.
- Smoke detectors must be installed on each level and in each bedroom.
- Windows in bedrooms must meet height, width and opening requirements, and at least one window in each bedroom must be fully opening to allow emergency escape.
- At least two other means of emergency escape.
- Structure must be sound, with no significant hazards.
- Firearms must be unloaded and reasonably inaccessible.
- Furniture must be supplied by home for common areas; resident or home supplies bedroom furniture.
- If home has private water supply, it must be approved and must be tested at least yearly.
- Sewage and liquid wastes must be discharged into public sewer system or another approved system.
- Homes licensed for six or more residents must meet additional state and local building code, fire code, and environmental protection and sanitation requirements.

4. INSURANCE REQUIREMENTS

- Evidence of vehicle liability insurance for vehicles used to transport residents: at least \$50,000 for injury or death to any one person/\$100,000 for total injuries or death per collision; and \$25,000 for property damage. If the home uses a commercial motor vehicle designed to transport more than 15 passengers, higher rates apply.
- Evidence of bodily injury liability insurance: \$100,000 per resident.
- Evidence of professional liability insurance: \$100,000 per resident.
- Additional bodily injury and professional liability insurance requirements apply to homes licensed for eleven or more residents.
- The regulations allow the home to meet the bodily injury and professional liability insurance requirements through a rider on the homeowner insurance policy if it provides for use of the home as an assisted living home.

5. BUSINESS PRACTICES

- Understanding of taxes, insurance, accounting, Workers' Compensation and payroll.
- Organized, confidential records for each resident and staff.
- Budget for entire household.
- Written staffing plan.
- Financial reserves to sustain the business for at least three months without considering resident income.
- Understand that delays in reimbursement from Medicaid are common.
- Business plan is strongly recommended.